

ADMINISTRATIVE - INTERNAL USE ONLY

19 August 1982

MEMORANDUM FOR: Chief, Real Estate and Construction Division, OL
THROUGH: Director, Foreign Broadcast Information Service
FROM: Chief, Administrative Staff, FBIS
SUBJECT: Additional Space for JPRS in Broyhill Building

STAT

1. On 11 August 1982, the Joint Publications Research Service (JPRS) site in the Broyhill Building, 1000 North Glebe Road, Arlington, VA 22201, was inspected by of your office and by Dave Heinmuller of GSA, preliminary to lease renewal negotiations (see my letter on that subject, dated 26 January 1982). The above officers have recommended that, because of anticipated staffing increases at JPRS, additional space on the first floor of Broyhill Building (approximately 1554 square feet), which is soon to be vacated by the Bureau of Indian Affairs, be acquired for use by JPRS. This expansion would allow all JPRS office space to remain on the first floor of the building, thus providing for optimum efficiency and control. The current level of JPRS first floor staffing is scheduled to be increased by the addition of five personnel in FY-83. The extra space would also accommodate one or two co-op students and a summer only employee who work in the area each year as well as several part-time employees JPRS is planning to hire.

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2. In connection with the above space acquisition, we request that your office provide JPRS with staff architect assistance to help alleviate crowding and make the best possible use of available office space by suggesting optimum desk and office configuration, bearing in mind that JPRS space needs to be accessible to the general public.

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3. Questions concerning this request should be directed to [] STAT
[] Chief, Administrative Staff. FBIS [] and your point of STAT
contact at the Broyhill Building is [] Deputy Chief, JPRS SIAI
[] STAT
[] STAT



DDS&T/FBIS-Pers/PGWeil:led/extension: 2926 (19 August 1982)

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